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25X1A MEMORANDUM FOR: Chief, Regulations Control Branch
FROM : [REDACTED]
Acting Deputy Director of Security, P&M
SUBJECT : Employee Bulletin - Delayed Opening of
Certain Headquarters Entrances

It is requested that the attached Employee Bulletin
be published.

SIGNED

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Att

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EMPLOYEE

BULLETIN

No. XXX

Date _____

DELAYED OPENING OF CERTAIN HEADQUARTERS ENTRANCES

1. All Headquarters employees who daily utilize the Northwest entrance, the Southwest entrance, the Bus Stop Tunnel entrance, or the North Cafeteria entrance should be alerted to a change in the scheduled opening time. Due to a change in shift scheduling by the Federal Protective Service, the above entrances will be opened at 0715 hours rather than 0700 hours. Employees wishing to get in earlier than this time may use the Northeast or Southwest Loading Dock entrances which are open 24 hours each day.

2. Vehicle entrance gates and the Main building entrance will continue to be opened at 0700 hours each work day.

DISTRIBUTION: ALL EMPLOYEES (1-6)